



## **TOWN OF LAKE PARK**

### **Assistant to the Finance Director**

The Town of Lake Park is seeking a seasoned municipal Accountant who will be responsible for assisting the Finance Director in managing, directing and coordinating the activities of the Finance Department. Duties will include accounting, budgeting, debt administration, cash management, insurance administration, data base management, monthly and year-end financial reporting and general ledger account reconciliation. Knowledge and understanding of the requirements of the Financial Accounting Standards Board and the Government Accounting Standards Board are required. Proficiency in the use of computer operations and network systems such as Microsoft Word and Excel also required. Bachelor's Degree from an accredited college or university with a major in accounting, as well as municipal experience, preferred. A combination of education and experience may be substituted for degree. Salary range \$50,854.75 to \$78,943.41. **Deadline for receipt of applications: March 28, 2013 or until the position is filled. Applications may be obtained from and must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida. All applicants shall be subject to a criminal background check and a credit investigation.** Application forms may be completed and submitted online through the Town's website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov). Applications will not be accepted by fax. Phone: 561-881-3300. **An Equal Opportunity Employer.**

### **Camp Counselor**

P/T Temporary. Under the general supervision of the Recreation Director, lead and direct youth enrolled in summer camp group activities, educational programs, off-site field trips and special events. Graduation from or enrollment in an accredited high school or GED required. Must obtain First Aid and CPR Heartsaver certification no later than May 27, 2013, and must be able to work a varied work schedule including some weekends and holidays. One year of experience as a recreation volunteer preferred. \$7.79 per hour. **Deadline for receipt of applications: March 28, 2013, or until the position is filled. Applications may be obtained from and must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check.** Application forms may be completed and submitted online through the Town's website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov). Applications will not be accepted by fax. Phone: 561-881-3300. **An Equal Opportunity Employer.**